

**MIDDLETOWN TOWNSHIP PUBLIC LIBRARY**  
**55 New Monmouth Road, Middletown, NJ 07748**  
**Regular Board Meeting Agenda**  
**November 14, 2012 – 7:00pm**

**I. CALL TO ORDER**

**A. MISSION STATEMENT**

The Middletown Township Public Library is a civic institution that provides materials, ideas, information, technology and cultural opportunities to enrich, empower and educate.

**B. STATEMENT OF ADEQUATE NOTICE**

The October 17, 2012 meeting of the Middletown Public Library Board of Trustees is called to order. Adequate notice of this meeting was published in the Asbury Park Press on January 14, 2012 and posted in the Library and at Town Hall on November 9, 2012, in accordance with the "Open Public Meetings Act," P.L., 1975, c.231.

**C. ROLL CALL**

Nelsen	<input checked="" type="checkbox"/>	Monaghan	<input checked="" type="checkbox"/>	Breen	<input checked="" type="checkbox"/>
Convery	<input type="checkbox"/>	Murray	<input type="checkbox"/>	Siebert	<input type="checkbox"/>
Wilson	<input checked="" type="checkbox"/>	Siwec	<input checked="" type="checkbox"/>	Vitkansas	<input type="checkbox"/>

Also present: McOmber ☒ O'Neal ☒ LaTona ☒

**D. Flag Salute**

**II. Public Session on Agenda items**

**Statement to the Public**

The Board encourages public participation. Individuals wishing to address the board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Each speaker is asked to speak no longer than five [5] minutes and limit their remarks to items on the meeting agenda.

The Board may not respond to questions during the public participation portion.

**III. Minutes of October Meeting**

**- Regular Session**

**IV. Introduction of Doreen Kallfisch, Mgr. of Technical Services**

**V. October/November Financial Reports – Action**

- A. Voucher List of Bills to Pay 2012
- B. Overview 2012 Checks
- C. Financial Report as of 10/31/12
- D. Statement of Financial Assets of 11/1/12

**VI. Correspondence**

**VII. Reports**

- A. President
- B. Director
- C. Foundation

**VIII. Old Business**

- Distribution of Director's Performance Review by Personnel Committee

**IX. New Business**

- Director's Self-Evaluation
- Finance Committee 2013 Budget Report
- Budget Resolutions
- Second Reading of New Circulation Policy on Charging for DVD's
- First Reading – Program Policy

**X. Public Session**

**XI. Executive Session – If Needed**

**XII. Regular Session – Remaining Business**

**XIII. Adjournment**

**Middletown Public Library  
Board Minutes –October 17, 2012**

1st. Ms Breen III  
2nd Mr. Monaghan  
Abstained Mr. Siwiecec

The Regular meeting of the Board of Trustees of the Middletown Township Public Library was held on October 17, 2012 at the Middletown Main Library. President, Larry Nelsen, opened the meeting in compliance with the Open Public Law Act at 7:10 p.m. with Roll Call.

**Present:**

X Nelsen    X Breen    X Murray    X Wilson    X Convery  
X Siebert    X Siwiecec    X Vitkansas    X Monaghan

Also in attendance was:

X Armen McOmber    X Susan O'Neal    X Wendy LaTona  
McOmber & McOmber    Director    Secretary, Board/Commissions

**Salute to the Flag**

**Public Portion:** Ms. Linda Baum of May Court thanked the Board for their contribution to Middletown Day. Ms. Baum said her comments were about the chargebacks that the library will have to pay. She said that the library board should reevaluate these figures and hold a meeting with the Township to discuss because the figures do not add up.

Ms. Murray presented a plaque from the Township Committee to Library President Larry Nelsen for the library's support, contribution and sponsorship of Middletown Day.

**September Minutes:** Ms. Murray made a motion to accept the September minutes. It was seconded by Ms. Wilson and carried unanimously with an abstention from Mr. Monaghan.

**Executive Session Minutes:** Mr. Siebert made a motion to accept the September Executive Session minutes as submitted. It was seconded by Mr. Convery and carried unanimously with an abstention from Mr. Monaghan.

**Introduction of Danielle Kootman:** Ms. O'Neal Introduced Ms. Danielle Kootman, Manager of the Children's Services. Ms. Kootman gave a detailed report of her job function at the library as well as a descriptive report on how the Children's department functions as a group and the role that each member of her department performs.

**October Voucher Lists:** Mr. Vitkansas made a motion to authorize future payments for Professional Services Line Item #222 from State Aid funds. It was seconded by Ms. Murray and carried unanimously by roll call vote.

Mr. Convery made a motion to accept all Financial Reports including Voucher List of Bills to Pay 2012, 2012 Checks, 9/31/12 Financial Report, and the 10/1/12 Statement of Financial Assets as submitted. It was seconded by Ms. Breen and carried unanimously by roll call vote.



By consensus the Board decided that the Hudson City CD due to mature on November 7, 2012 should be cashed in and deposited into the Hudson City as general library reserves.

**Correspondence:** There was a letter from a customer complaining on the \$1.00 per hour fee for internet use, after 2 hours of free use. Ms. O'Neal told the Board that the average user uses the internet for approximately 37 minutes. The Board feels that this is a way to establish a revenue stream and that it should go through a longer implementation period before making changes to this new policy. Mr. Convery suggested that the Board consider a Senior Citizen discount since most businesses and organizations give out these types of discounts. Ms. O'Neal will review and take this under consideration. The patron also had a fender bender in the parking lot of the library and asked if the library's insurance covered such incidents. The library's policy is to notify the police in the event of an accident. The Board revisited the discussion of speed bumps and other traffic calming solutions.

**Directors Report:** Included in her Director's report, Ms. O'Neal gave a list of databases that will not be renewed for 2013. Ms. O'Neal then discussed the credit card merchant agreement associated with the SquareUp service. The service rates are acceptable. Mr. McOmber has reviewed the contract and his only objection was that a dispute would be heard in California not NJ, but this is a minor issue, given that the library can opt out of this service at any time.

#### **New Business – Action**

Mr. Siebert motioned to enter into a service agreement with SquareUp to enable library customers to use credits cards for payments. The motion was seconded by Ms. Murray and carried unanimously by roll call vote.

**Report of the Finance Committee:** Mr. Nelsen reported that the Finance Committee had met and discussed a very preliminary budget for 2013 that will be discussed with Mayor Fiore. The Committee is also interested in how the library can establish more revenue streams.

**Personnel Committee:** Ms. Wilson represented the Personnel Committee. The personnel committee adopted a performance review procedure for the evaluation of the Director. Documents include: a job description, a timeline, an evaluation form, a self-evaluation and a Signature page. Ms. O'Neal will do a self-evaluation of her performance at the November meeting. Distribution of the evaluation will be at the November meeting. All members will have the opportunity to participate in the process and will return their evaluations to Ms. Breen as soon as possible so they can be compiled for discussion at the December 19, 2012 Board meeting.

#### **First Reading of the New Circulation Policy Reads as follows:**

*Among the acquisition of newly released feature films in DVD format, the library will set aside a quantity of which shall be "premium" holdings, not to be reserved by the public or transferred between branch locations, and for which there will be a \$1 charge for a two-day loan. Premium DVDs may be available at all locations, subject to budgetary constraints, and must be returned to the location from which it was borrowed. DVDs may be returned in library depositories.*

*Procedures necessary to implement this policy shall be made by the Library Director.*

Mr. Siebert made a motion to accept the first reading of the New Circulation Policy. It was seconded by Ms. Murray and carried unanimously by a roll call vote.

**Discussion Points of Circulation Policy:** This collection will include premium titles that are just released to the public market for those customers who do not want to wait on a "holds list". There still will be items available in the regular collection and customers will have the opportunity to rent them and place them on hold. Ms. O'Neal would like January 1, 2013 to be the implementation date. The collection would start off small and increase in size as the library evaluates the demand/supply for this type of service to the public. Ms. O'Neal would evaluate after a six month period of time.

**Public Comments:** Ms. Baum of May Court said that it is the Trustees responsibility to serve the library and that the chargebacks from the Township are unsupported with data and the library should revisit these charges with the Township. At this point, Ms. Murray answered Ms. Baum with a question about her finance credentials. Ms. Baum said she is an actuary. Ms. Murray thanked Ms. Baum for her opinion and Ms. Baum restated her point for the Board to discuss the chargebacks with the Township.

Ms. O'Neal reminded the Board that the November meeting will be held on Wednesday, November 14, 2012 at 7:00pm at the Main Branch in the Community Room.

At 8:50, Mr. Siebert made a motion to adjourn the October 17, 2012 meeting. It was seconded by Mr. Convery and carried unanimously.

Respectfully Submitted,

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Vivian Breen

Secretary

November 14, 2012



# TOWNSHIP OF MIDDLETOWN

Township Hall, One King's Highway  
Middletown, NJ 07748-2594

ANTHONY P FIORE  
*Mayor*

STEPHEN G MASSELL  
*Deputy Mayor*

STEPHANIE C MURRAY  
*Committee Member*

GERARD P SCHARFENBERGER, Ph.D.  
*Committee Member*

KEVIN M SETTEMBRINO, AIA, LEED AP  
*Committee Member*



Organized December 14, 1667  
"Pride in Middletown"

ANTHONY P MERCANTANTE, P.P., AICP  
*Township Administrator*

HEIDI R BRUNT, RMC, CMC  
*Township Clerk*

Tel: (732) 615-2000  
Fax: (732) 957-9090

[www.middletownnj.org](http://www.middletownnj.org)

Mr. Lawrence Nelson, Chairman Middletown Township Library Board  
55 New Monmouth Road  
Middletown, NJ 07748

June 7, 2012

Re: Library Employee Cost Chargebacks

Dear Mr. Nelson:

This letter is to confirm the items discussed during our meeting held on Tuesday June 5<sup>th</sup> at 9:00AM. At that time we met with both the Mayor, the Mayors Library Board Designee Committeewoman Stephanie Murray, and Nick Trasente the Township CFO. As we discussed the CFO has carefully analyzed the Library chargebacks utilized in the past and has determined that the amount in prior years did not accurately reflect real costs, but were in fact lower. In light of that a new calculation was done and the result will be that an additional \$351,660.00 over the 2011 amount, for a total for 2012 of \$1,335,493.00 will be charged back this year. As outlined in the attached spreadsheet you can see how this amount was determined.

It will be necessary for you to adjust your budget accordingly. We are certainly aware that this will have an impact and I want to assure you and the full Library Board that the Administration and the CFO are here to be a helpful as we can to you. Please do not hesitate to contact us at any point if we can be of assistance.

Sincerely,

Anthony P. Mercantante, P.P. AICP  
Township Administrator

**Library Charge Back  
For 2012 Budget Year**

<b>Budget Items</b>	<b>Budgeted Amount</b>	<b>% For Chargeback</b>	<b>Proposed Chargeback</b>
Admin	437,692	5.70%	24,948
Purchasing	131,996	5.70%	7,524
Clerk	221,855	5.70%	12,646
Finance	428,287	5.70%	24,412
Liability Insurance	780,000	5.70%	44,460
Workers Comp Insurance	1,300,000	8.00%	104,000
Unemployment Insurance	240,000	8.00%	19,200
Social Security/Medicare/UDI	1,300,000	8.00%	104,000
PERS	2,303,787	8.00%	184,303
Health Benefits	8,550,000	9.48%	810,000
<b>Total Actual Proposed Charges</b>			<b>1,335,493</b>
<b>In 2011 we charged back</b>			<b>997,000</b>
<b>Proposed is less by</b>			<b>338,493</b>

The 5.7% represents the library budget as a percent of the entire budget

The 8% represents the Library Salaries as a percent of total budgeted salaries